

Automated Payment Statement Form Sample (Excel)

Discover the **automated payment statement form** sample in Excel, designed to streamline your financial tracking with built-in formulas. This template ensures accurate and efficient payment calculations, saving you time and minimizing errors. Ideal for businesses seeking a reliable and user-friendly solution to manage transactions.

Sample Layout (Excel Table Structure)

Date	Invoice #	Customer Name	Description	Amount Due	Amount Paid	Balance
2024-06-01	INV001	Acme Corp	Web Design	1000	800	=E2-F2
2024-06-05	INV002	Beta Ltd	Consulting	1500	1500	=E3-F3
2024-06-10	INV003	Delta Inc	Hosting	500	0	=E4-F4
Total			=SUM(E2:E4)	=SUM(F2:F4)	=SUM(G2:G4)	

Explanation of Excel Formulas:

- Balance:** =E2-F2 (Subtract Amount Paid from Amount Due for each entry)
- Totals:** =SUM (E2:E4), =SUM (F2:F4), =SUM (G2:G4) (Calculate totals for each column)

How to Use This Template:

- Enter your payment data row by row in Excel according to the column headers.
- The **Balance** column automatically computes the outstanding amount using the built-in formula (=E2-F2).
- The totals at the bottom row update as you add or modify entries.
- This template helps you keep track of all received and pending payments for accurate financial management.

Download Template: You can easily create this table in Excel or request a customizable version to fit your business needs.